

Office of Statewide Health Planning and Development
Healthcare Information DivisionPatient Data Section
818 K Street, Room 100
Sacramento, California 95814
(916) 323-7679; Fax (916) 322-9555
www.oshpd.ca.gov/mircal

Agent Designation Form

In order to designate a third party agent to submit data on your behalf, your facility must complete this form. All information must be provided, including a signature from a facility administrator or primary contact.

*Please print clearly***Section 1: Facility Information** *(all information is required)*

1. FACILITY ID NUMBER:	2. FACILITY NAME:
3. DATA TYPE(S): <input type="checkbox"/> Inpatient <input type="checkbox"/> Emergency Department <input type="checkbox"/> Ambulatory Surgery <small>Check one or more Data Type(s). If none are checked, the Agent will be given access to all Data Types associated with your facility.</small>	
4. FACILITY BUSINESS ADDRESS (MAILING ADDRESS):	
5. FACILITY CONTACT NAME:	6. TITLE:
7. PHONE:	8. E-MAIL ADDRESS:

Section 2: Designated Agent Information *(all information is required)*

9. NAME OF DESIGNATED AGENT (COMPANY NAME):	
10. BUSINESS ADDRESS (MAILING ADDRESS):	
11. CONTACT NAME:	
12. PHONE:	13. E-MAIL ADDRESS:
DESIGNATION EFFECTIVE DATE	
14. EFFECTIVE BEGIN DATE:	Designation is effective until OSHPD receives written notification of revocation or new designation.

By signing this document, I certify that I am an official of my facility and I am approving the aforementioned Designated Agent to submit data on behalf of my facility for the designated data type(s) and effective date.

15. NAME (PRINT):	16. TITLE:
17. SIGNATURE:	18. DATE: